



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 14, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Civil Rights Specialist
Bureau of Civil Rights
Office of Business & Workforce Diversity
Springfield

Attachments
40591

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Civil Rights Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-45-200-00-03

IPR#: 40591

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity/Bureau of Civil Rights – 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing technical and administrative support for confidential and sensitive civil rights matters by performing thorough compliant investigation, providing accurate data collection and statistical analyses for civil rights complaints and for ensuring compliance with civil rights laws and regulations within Regions Three, Four and Five.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Regional and statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to the completion of four years of college preferably with major courses in business, statistics, public administration or related field
- Five years' experience in business, statistics, public administration or equivalent combination of training and experience
- Extensive training and experience related to state and federal Civil Rights laws and regulations
- Ability to investigate, document, analyze and provide accurate statistical analyses and reports
- Ability to develop and maintain harmonious relationships with employees, agency officials and outside entities
- Strong oral and written communication skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 6, 2015	POSITION:	Civil Rights Specialist
APPROVED BY:	<i>Bruce Harmening</i>	OFFICE/DIVISION:	Office of Business Workforce and Diversity
CODE:	PW414-23-45-200-00-03	REPORTS TO:	Bureau Chief of Civil Rights

Position Purpose

This position is accountable for providing technical and administrative support for confidential and sensitive civil rights matters by performing thorough complaint investigation, providing accurate data collection and statistical analyses for civil rights complaints and for ensuring compliance with civil rights laws and regulations within Regions Three, Four and Five.

Dimensions

Investigations	40
Inquiries	44

Nature and Scope

This incumbent reports to the Bureau Chief of Civil Rights.

This incumbent is responsible for compliance with state/federal laws, executive orders, and departmental objectives relating to Equal Employment Opportunity (EEO) and Affirmative Action (AA) in the downstate areas. These areas are unequalled in the state for their diversified labor force and civil rights consciousness. Because regional compliance with EEO and AA objectives is achieved not only through monitoring the progress towards AA goals, but also by conducting administrative civil rights investigations of complaints of alleged violations by departmental employees, the incumbent must remain current and be able to apply civil rights laws and policies. The incumbent is privy to confidential and sensitive matters during the course of investigation and resolution of civil rights complaints.

Typical problems faced by the incumbent are keeping pace with legislation and regulations related to the departmental civil rights programs. In addition, problems may arise as a result of conciliating civil rights disputes and providing accurate analysis and timely completion of assigned projects. The major challenge to this position is in maintain an effective and creditable relationship with both district management and employees in relation to the resolution of alleged civil rights violations.

The incumbent acts in an advisory capacity and provides technical advice to district bureaus on various civil rights issues. The incumbent provides a wide range of technical and administrative services including: analyzing, preparing and providing concise and accurate statistics that are used in monitoring personnel transactions; coordinating the implementation of the departmental *Affirmative Action Plan*; maintaining resource library on disability-related issues; and assisting in the monitoring of compliance with state/federal laws related to civil rights issues. The incumbent is responsible for thoroughly investigating, documenting/analyzing facts and preparing fact-based investigative summary reports for the Civil Rights Committee. The incumbent may be asked to present completed investigations to the Civil Rights Committee.

The incumbent responds to correspondence and questionnaires from the Illinois Department of Human Rights (IDHR) and the Equal Employment Opportunity Commission (EEOC) with the department's positions on civil rights complaints and inquiries.

The incumbent provides employee or group counseling when warranted regarding civil rights issues; conducts specific training on affected areas related to civil rights issues at field/office locations; and conducts region-wide training/re-training to ensure that all levels of regional personnel are informed of their rights and obligations as managers/employees relating to civil rights. The incumbent may be required to represent the regional offices in judicial and administrative proceedings resulting from discrimination complaints. Travel within the regions and statewide are necessary to comply with the demands of the job.

The incumbent is governed by a broad array of administrative guidelines; Title VII of the Civil Rights Act of 1964 and 1991; the Rehabilitation Act of 1974; the Illinois Human Rights Act; The Americans with Disabilities Act of 1990; and the other federal and state non-discrimination laws and regulations.

The effectiveness of this position can be measured by the timely and accurate preparation of documentation required by departmental guidelines to facilitate successful conflict resolution of alleged violations of employees' civil rights. It can also be measured by maintaining an effective relationship with outside compliance agencies, departmental managers/employees in the resolution and disposition of civil rights complaints.

Principal Accountabilities

1. Investigate, document, analyze information to prepare reports and makes recommendations on complaints of employment discrimination and harassment.
2. Provide accurate analyses and statistical data for monitoring personnel transactions and implementing AA Plan. Assists with ensuring compliance with state/federal civil rights laws for the assigned geographical areas.
3. Represents the regional offices in judicial and administrative proceedings resulting from discrimination complaints. May be required to present completed investigations to the Civil Rights Committee.
4. Provide civil rights counseling and/or training to management and employees so that all levels of employees informed of their rights and obligations.
5. Assists in the development of civil rights training programs for management and employees.
6. Perform other affirmative action related duties as required and/or assigned.
7. Perform duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required or assigned.